



# CAPER

## Consolidated Annual Performance and Evaluation Report

Grants Administration Office: Program Year 2017

July 1, 2017- June 30, 2018

## **Executive Summary**

The City receives formula grants from the U.S. Department of Housing and Urban Development ("HUD") for housing and community development activities, specifically the Community Development Block Grant (CDBG) and HOME Program. Federal law requires that the CDBG and HOME Program grant funds primarily benefit low-and moderate-income persons in accordance with the following HUD goals:

### **Provide a suitable living environment**

This includes improving the safety and livability of neighborhoods; increasing access to quality facilities and services; reducing the isolation of income groups within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods; restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.

### **Provide decent housing**

Included within this broad goal are the following: assist homeless persons in obtaining affordable housing; retain the affordable housing stock; increase the availability of permanent housing that is affordable to low- and moderate-income Americans without discrimination; and increase supportive housing that includes structural features and services to enable persons with special needs to live with dignity.

### **Expand economic opportunities**

These goals encompass creating jobs accessible to low- and very low-income persons; providing access to credit for community development that promotes long-term economic and social viability; and empowering low-income persons in federally assisted and public housing to achieve self-sufficiency.

The City of Lynchburg is required by law every five years to prepare a Consolidated Plan to receive federal funds from HUD. The Consolidated Plan combines in one report important information about Lynchburg's demographics and economic activity as well as detailed information on the housing and job needs of its residents. The Plan also includes comments from the public received during public hearings, stakeholder meetings and in writing.

As a recipient of federal funds from HUD, the City of Lynchburg is required to publish an annual performance report, Consolidated Annual Performance and Evaluation Report (CAPER), detailing activities that took place during the most recent program year. The purpose of this report is to measure Lynchburg's success in meeting the priority needs, goals, and strategies described in Lynchburg's 2015-2020 Five-Year Consolidated Plan.

This report covers the Fiscal Year (FY) 2018/Program Year (PY) 2017 Annual Action Plan and is for the period from July 1, 2017 through June 30, 2018.\* The CAPER is presented in a format that is prescribed by HUD. Data and narratives are entered into a federal database system called the Integrated Disbursement and Information System (IDIS) and the CAPER report is then downloaded into a Word format. The CAPER template in IDIS has a series of prescribed questions that align with the CDBG and HOME Program Consolidated Plan program regulations. The report you are reviewing is the result of that data entry process and is the prescribed and recommended format by HUD.

### **Citizen Participation**

HUD requires the City to provide the public an opportunity for input. The City will provide this opportunity to comment on the CAPER at a public hearing scheduled before City Council on September 25, 2018 at 7:30 p.m. in the City Council Chambers at City Hall, 900 Church Street, Lynchburg, VA. A copy of the draft CAPER is available for public review at the following locations in and throughout the City:

- Grants Administration Office, Second Floor, City Hall, 900 Church Street, Lynchburg, Virginia 24504
- Lynchburg Public Library, 2311 Memorial Avenue, Lynchburg, Virginia 24501
- Downtown Branch Library, City Hall, Basement Floor, 900 Church Street, Lynchburg, Virginia 24504
- City website at <http://www.lyncburgva.gov/grants-administration>

### **For More Information**

Contact the Grants Administration Office with any questions about this report or the funded programs/activities.

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\*Fiscal Year (FY) 2018 and/or Program Year (PY) 2017 refer to the City's fiscal year and HUD's program year of July 1, 2017 through June 30, 2018. Fiscal Year (FY) 2017 and/or Program Year (PY) 2016 refer to the City's fiscal year and HUD's program year of July 1, 2016 through June 30, 2017. Fiscal Year (FY) 2016 and/or Program Year (PY) 2015 refer to the City's fiscal year and HUD's program year of July 1, 2015 through June 30, 2016. These references are made throughout the CAPER for Program Year's (PY) 2017, 2016, and 2015.



## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The primary objective of the CDBG and HOME Program is to continue to develop viable urban communities through decent housing, suitable living environments and expanded economic opportunities for low- and moderate-income persons; the City of Lynchburg supports assisting individuals with disabilities, substance abuse or addiction, persons with AIDS, persons that are homeless, and elderly persons.

Within the City of Lynchburg's Five-Year Consolidated Plan and Program Year (PY) 2017 Annual Action Plan, the City committed to the overarching goal of undertaking activities that would result in substantial public benefit through the revitalization of depressed areas and in assistance to low and moderate-income residents. These are the central City neighborhoods that surround the downtown business district and are the six contiguous census tracts that comprise the CDBG target area: Census Tracts 4, 5, 6, 7, 11, and 19. Population, demographics, and surveys of the target areas show that these neighborhoods have the highest degree of housing need and are where many of the City's very low and low-to-moderate-income persons reside.

CDBG and HOME funds were allocated City-wide providing persons and/or households with assistance who met the eligibility criteria of the applicable program. These funds were allocated to projects and activities classified as housing (homeownership, rental and homeowner rehabilitation), public facilities improvements (infrastructure), public housing rehabilitation, and public services (community and homeless service organizations). The project accomplishments, as well as an analysis of expenditures are provided throughout the Consolidated Annual Performance and Evaluation Report (CAPER).

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

**Table 1- Accomplishments – Program year & Strategic Plan to Date**

<b>Goal</b>	<b>Category</b>	<b>Source/Amount</b> (Funding totals for the 2015-2020 Consolidated Plan)	<b>Indicator</b>	<b>Unit of Measure</b>	<b>Expected-2015-2020 Consolidated Plan</b>	<b>Expected-Program Year 2017</b>	<b>Actual-Program Year 2017*</b>
<b>Improve the City's Infrastructure</b>	Non-Housing Community Development	CDBG: \$1,803,472.55 (funding for all)	Public Facility or Infrastructure Activities Other than Low/Moderate Income Housing Benefit	Persons Assisted	4000	11,523	3,125
<b>Increase the Affordable Rental Units</b>	Affordable Housing	HOME: \$750,000	Rental Units	Household Housing Unit	50	0	0
<b>Increase the Owner-Occupied Units</b>	Affordable Housing	HOME: \$600,000 (funding for all)	Homeowner Housing Added	Household Housing Unit	5	0	1
<b>Increase the Owner-Occupied Units</b>	Affordable Housing		Direct Financial Homebuyers	Households Assisted	30	6	6
<b>Promote Public Service Activities</b>	Public Services	CDBG: \$264,530 (funding for all)	Public service activities other than Low/Moderate Income Housing Benefit	Persons assisted	150	200	301
<b>Promote Public Service Activities</b>	Public Services		Public service activities for Low/Moderate Income Housing Benefit	Households assisted		300	0
<b>Promote Public Service Activities</b>	Public Services		Homelessness Prevention	Persons assisted	2000	1,200	1,384
<b>Provide Homeless Services</b>	Homeless	CDBG: \$250,000	Homelessness Prevention	Persons assisted	2875	0	0
<b>Rehabilitate Substandard Housing Units</b>	Affordable Housing	CDBG: \$150,000 HOME: \$500,000	Rental Units Rehabilitated	Household Housing Unit	15	35	35
<b>Rehabilitate Substandard Housing Units</b>	Affordable Housing		Homeowner Housing Rehabilitated	Household Housing Unit	30	10	3

**\*See Narrative regarding accomplishments on pages 3-7 and goals not achieved**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

This section of the CAPER examines the similarities and differences in the proposed and actual accomplishments of the goals identified in Table 1 within the 2015-2020 Consolidated Plan for the Community Development Block Grant (CDBG) and HOME program. These goals helped to form the priorities identified in the City's Fiscal Year (FY) 2018 Consolidated Annual Action Plan and the strategies to be used or implemented in order to achieve the stated goals. To provide this comparison, City staff has narrated the actual achievements for each program/activity in which funds were expended during the Program Year (PY) 2017/Fiscal Year (FY) 2018, which is the third reporting period of the 2015-2020 Consolidated Plan.

The Goals within the 2015-2020 Consolidated Plan and 2017 Annual Action Plan included: increasing the number of owner occupied housing units; rehabilitation of substandard housing units; improve the City's Infrastructure; increasing the number of affordable rental units; providing homeless services; and promoting public service activities. Below is an assessment of the use of funds for PY 2017 and the projects underway or completed from prior years' allocations.

**Planning and Administration:** There was \$98,000 in CDBG funds allocated for Planning and Administration for PY 2017 and during this reporting period \$94,170 of PY 2017 and prior year funding was expended for administration of the CDBG program. Within the HOME Program there was \$24,000 allocated for administration and \$20,170 was expended with PY 2017 and prior year funding. Staff continues to utilize these funds for administration and oversight of the CDBG and HOME Programs.

Lynchburg Redevelopment and Housing Authority (LRHA) was allocated \$84,634 of CDBG funds in PY 2015 for administration and delivery costs. These funds are utilized to provide project oversight and administration for the various CDBG-funded projects/activities at LRHA. During this reporting period there was \$25,002 of CDBG funds expended for administration and delivery costs associated with property dispositions, and rental and public housing rehabilitations.

LRHA maintains a CDBG Property Inventory that includes properties acquired with the use of CDBG funds. During PY 2017 there were four (4) properties disposed; with a remaining balance of seven (7) properties on the CDBG Property Inventory. LRHA staff continues to monitor the disposition of these properties through the delivery costs funds allocated for property disposition.

**Improve the City's Infrastructure:** The City has committed CDBG and Capital Improvement funds to a variety of public infrastructure projects in the targeted neighborhood areas and is recognizing considerable private development interest as a result.

The City is in the process of replacing deteriorating streetscape elements in conjunction with planned water/sewer/storm line upgrades for the Fifth Street Improvements project. The design work for the Fifth Street Improvements project is being completed with City funds from the Capital Improvements Program (CIP). The Fifth Street Master Plan continues the efforts in the replacement of aging water, sewer, and stormwater infrastructure. The CDBG funds from the Downtown Street Improvements project are being redirected to the Downtown Infrastructure Improvements-Fifth Street Phase III project. The design work has been completed and construction began in April 2018. The activity benefits the area of Census Tracts 5 and 6 with a population of approximately 3,125 people with 75.68% in the low to moderate income range. During this program year there was \$263,868 of Program Year (PY) 2016 CDBG funds expended for mobilization and general condition requirements for this project. While the construction continues for this project, the planned CDBG activity for this project has been completed. The project is scheduled to be completed in July 2019.

The design work for the Downtown Utility and Streetscape Improvements Project-Phase II has been completed during this program year. City funds from the Capital Improvements Program (CIP) and CDBG funds are being used for the design work. This project consists of replacement of all water lines within the project area and selective replacement or rehabilitation of storm and sanitary sewer lines based on need determined by televised investigations. All streets in the project area will be replaced, and all sidewalks, except for those recently replaced with a building project, will be replaced and upgraded with pedestrian amenities. Pedestrian amenities will consist of benches, trash cans, light fixtures, street trees, crosswalks, pedestrian signals where appropriate, and a variety of sidewalk materials. This activity is located within Census Tract 5 with a population of approximately 512 people with 65% in the low to moderate income range. During this program year there was \$135,854 of CDBG funds expended to assist with the design of the project. The construction of this project has been delayed and is expected to begin in July 2021.

To date, eight city blocks in Phase 1 have been upgraded at a design cost of \$1.3 million and a construction cost of \$6.6 million. An additional ten city blocks are under design with design costs to date of \$320,000 and estimated design budget of \$1.9 million. On Main Street, the local electric utility, Appalachian Electric Power, will be coordinating major electric upgrades with the Downtown Utility and Streetscape Project- Phase II.

**Increase the Number of Affordable Rental Units:** The City recognizes the need to increase the availability of affordable housing for renters; especially housing that meets the varied needs of the City's lower-income population. The City continues to support and partner with housing and public service providers to meet the needs of low-to-moderate income persons, homeless persons and families, and persons with disabilities or other special needs. In PY 2015 there was \$150,000 in HOME Program funds allocated to the Old Forest Village Apartments project for the new construction of 28 housing units of which 11 units will be completed with the use of the HOME Program funds. These units will be accessible units for persons with disabilities. The design and development have been completed. Construction of the project will be completed in PY 2018. In PY 2017 there was \$10,000 of HOME Program funds expended for this project. The remaining funds (\$5,000) will be provided to Rush Homes upon completion of the project.

**Increase the number of owner occupied units:** To the degree that predominance of rental units in a neighborhood is seen as destabilizing, the City wants to provide incentives for qualified persons and low- and moderate-income to consider the benefits of homeownership, especially if it is more cost-effective than renting and if it builds wealth for the individual household. Several programs are supported by the City that incorporates these elements.

The City increased the number of owner occupied units by seven (7) during PY 2017. The City's partnership with Greater Lynchburg Habitat for Humanity (GLHFH) provided Homebuyer Homeownership for three (3) units through its Down Payment Assistance project to eligible clients for the purchase of homes constructed at 218 Federal Street, 3217 Maryland Avenue, and 1907 Ridge Avenue. In PY 2017 there was \$96,193 in HOME Program funds allocated to GLHFH. During this reporting period GLHFH expended \$53,320 for down payment assistance to these home buyers. Lynchburg Community Action Group (Lyn-CAG) received \$60,000 in PY 2014 HOME Program funds for its Down Payment Assistance project. During this reporting period three (3) units were provided assistance at 2114 Mayflower Drive, 6108 Edgewood Avenue, and 101 Bright Star Court. Lyn-CAG expended \$26,098 of HOME Program funds on these three (3) units.

Lynchburg Redevelopment and Housing Authority (LRHA) received Program Year 2014 HOME Program funds in the amount of \$146,152 for the development of a Section 504 of the Rehabilitation Act of 1973/American with Disabilities Act (ADA) accessible housing unit. Additional funds in the amount of \$17,059 were designated for this project from the LRHA 4(h) Homeownership Program. The property at 219 Wadsworth Street was selected for this new construction, Section 504/ADA accessible housing unit. The housing unit has been completed and is occupied by an eligible HOME Program client.

In addition, LRHA and Greater Lynchburg Habitat for Humanity (GLHFH), in partnership, completed an additional new construction Section 504/ADA accessible unit. LRHA had previously acquired the property at 70 Federal Street with CDBG funds. The structure on the property was demolished by LRHA and had remained vacant for a number of years. This partnership provided the opportunity for an affordable, accessible housing unit to be constructed and occupied by a low income person.

Lyn-CAG received \$100,000 of PY 2017 HOME Program funds for its Community Housing Development Organization (CHDO) project. These funds were allocated for the acquisition and rehabilitation of a housing unit. Lyn-CAG's staff is in the process of identifying an eligible client and selecting a property for acquisition and rehabilitation. There were no funds expended during this reporting period.

**Promote Public Service Activities:** In PY 2017, Lynchburg Community Action Group's (Lyn-CAG) Housing Counseling Initiative project was provided \$10,000 for housing counseling to consumers on seeking financing, maintaining, renting, or owning a home to 206 clients. There were 143 African-Americans and 60 White persons assisted in the program. The program enabled those who wanted to rent or own housing to get the counseling they need to make their rent or mortgage payments and to be a responsible tenant or owner in other ways. Lyn-CAG staff also provided counseling in the



areas of predatory lending, homeless prevention, and foreclosure. During this reporting period, Lyn-CAG expended \$2,394 of these funds for housing counseling services.

The Affordable Housing Resource Center (AHRC) is staffed with a Housing Navigator to provide a centralized access point to all affordable housing resources and programs available in the City. The project is a collaboration of the Lynchburg Housing Collaborative partners, the Central Virginia Continuum of Care (CVCoC), the City of Lynchburg, and the Lynchburg Redevelopment and Housing Authority (LRHA). It will be designed as a “one stop shop” for accessing housing resources.

During this reporting period the Housing Navigator began developing and identifying housing lists that include senior housing, income based housing (apartment communities with project based rental assistance), accessible housing providers for people with mobility impairments and a list of landlords willing to accept tenant based rental assistance (primarily Housing Choice Vouchers but could also include Rapid Rehousing and Permanent Supportive Housing programs). The Housing Navigator met with some of the people and organizations concerned about housing in Lynchburg to discuss challenges of housing quality standards. A recent meeting included representatives from Virginia Legal Aid, Lynchburg Community Action Group, Miriam's House, Central Virginia Continuum of Care and the City of Lynchburg's Community Development Department.

This project was allocated \$45,219 and \$37,633 of Program Year 2015 and Program Year 2017, respectively, CDBG funds. During this program year there was \$4,133 expended for the operation of the Housing Resource Center.

**Provide Homeless Services:** The City supports efforts to develop, sustain, and coordinate a comprehensive, seamless system of services for homeless citizens in order to move the homeless population toward obtaining permanent housing. Through the Coordinated Homeless Intake and Assessment (CHIA) Coordinator at the LRHA a uniform intake tool have been developed to quickly assess individual and family needs and assure they are diverted from the homeless response system or expeditiously placed in the most appropriate housing program. CHIA diverts households from homelessness, understands client's need and eligibility for existing programs and identifies the needs through the consistent use of a uniform assessment tool. CHIA assisted 1,384 people during Program Year 2017 to include 348 families and 293 children. LRHA was allocated \$65,000 in PY 2017 for CHIA and during this reporting period expended \$53,327 of PY's 2016 and 2017 CDBG funds for this project. This activity has greatly enhanced the coordination of housing and services for the homeless.

**Rehabilitate substandard housing units:** To achieve the objective of making all housing units safe, decent, and affordable it is necessary to extend assistance to private property owners, particularly low and moderate-income homeowners. This goal also provides the opportunity for the homeowners to have their homes rehabilitated and retain ownership. The City is accomplishing this goal by investing in existing housing stock through renovations and rehabilitation of properties in the target neighborhoods. As a direct result of these improvements, the neighborhoods retain and attract residents thereby positively affecting the stability of the neighborhood and increasing

property values. Specific housing characteristics of the target area support the need for rehabilitation and revitalization.

In PY 2017, three (3) homeowner units were rehabilitated by Lyn-CAG through its HOME Program Homeowner Substantial Rehabilitation project. In PY 2017, there was \$75,000 of HOME Program funds allocated for this project. Lyn-CAG expended \$91,192 on the rehabilitation of these three (3) housing units. While the goal of ten (10) housing units was not accomplished due to the delay in completing the environmental review process, Lyn-CAG staff has issued contracts for the rehabilitation of two (2) housing units and waiting the issuance of two (2) additional rehabilitation contracts.

During this reporting period, one (1) rental unit was rehabilitated. Lynchburg Redevelopment and Housing Authority (LRHA) completed the rehabilitation of a public housing unit at Langview Apartments in order to meet Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act (ADA) accessible compliance. In Program Year 2017 LRHA was allocated \$85,000 of CDBG funds for the rehabilitation of public housing units. During this reporting period LRHA expended \$14,670 to complete the rehabilitation of this housing unit.

In PY 2016 there was \$150,000 of CDBG funds allocated to LRHA for the Phase II Dearington window replacements project. During this reporting period, LRHA expended all of these allocated funds to remove old substandard windows currently installed in the Dearington Apartments and replace them with new Energy Star vinyl frame/sash, Low-E insulated glass with warm-edge spacer. The original metal door frames were removed and replaced with new door unit assemblies; door frames, sills, compression weather strip, and fiberglass insulated door slab. All windows and exterior doors in 34 apartments were replaced, resulting in a decrease in utility costs and enhanced comfort for tenants.

## CR-10 - Racial and Ethnic composition of families assisted

**Describe the families assisted (including the racial and ethnic status of families assisted).**  
**91.520(a)**

	CDBG	HOME
White	656	4
Black or African American	804	26
Asian	0	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
<b>Total</b>	<b>1,460</b>	<b>30</b>
Hispanic	19	0
Not Hispanic	1,441	30

**Table 1 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

The Table above provides a total racial and ethnic summary of the number of **persons** in the households served with the CDBG and HOME Program funds. The **households** served were as follows: Lynchburg Redevelopment and Housing Authority (LRHA) assisted 348 households (1,384 people) through the Coordinated Homeless Intake and Access (CHIA) program. LRHA assisted one (1) household (1 person) through a rental rehabilitation within public housing at Langview Apartments and thirty-four households (34 people) assisted with window/door replacements at Dearington Apartments. The Boys and Girls Club served 95 households (95 people) through the Badges for Baseball/Basketball program and Lynchburg Community Action Group's (Lyn-CAG) Housing Counseling Initiative assisted 166 households (206 people) as public service activities.

LRHA assisted one (1) household (1 person) in the Homeownership Program. Greater Lynchburg Habitat for Humanity (GLHFH) assisted three (3) households (4 people) through its Homebuyer Down Payment Assistance project; Lyn-CAG assisted three (3) households (6 people) through the Down Payment Assistance project, and three (3) households (3 people) through the Homeowner Housing Rehabilitation project. A total of 654 households were assisted; and 1,734 persons were assisted.

Of the households assisted, six hundred thirteen (613) of the households were within 0 to 30% of area median income (AMI); thirty-one (31) were within 30 to 50% of AMI; six (6) were within 50 to 60% of AMI; and four (4) were within 60 to 80% of AMI.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	753,064	868,829
HOME	HOME	300,951	189,633

Table2-Resources Made Available

### Narrative

In Program Year 2017/Fiscal Year (FY) 2018, the City received \$662,564 in CDBG entitlement funds and \$300,951 in HOME Program entitlement funds. Along with these entitlement funds, reprogrammed prior year funds and program income of \$25,000 and \$65,500, respectively, in the CDBG and HOME Program were allocated to eligible projects. The total amount of CDBG and HOME funds the City allocated for projects and activities in PY 2017 was \$1,054,015. This represented a total of \$753,064 in CDBG and \$300,951 in HOME Program dollars.

In Program Year 2017 approximately 77% (\$506,660) of the CDBG allocation was expended on activities that benefited Low-to-Moderate (LMI) persons within the City. With this amount the City was above the minimum threshold of 70% set in Section 24 Code of Federal Regulations (CFR) 570.901(a).

There was 15.9% (\$105,391) of Lynchburg's CDBG allocation and prior years' funding expended on Planning and Administration, which was under the maximum of 20% allowed according to Section 24 CFR 570.206(g).

There was 10.00% (\$66,462) of Lynchburg's CDBG allocation and prior years' funding expended for Public Service activities; therefore, the City was under the maximum of 15% mandated by Section 24 CFR 570.201(e).

In FY 2018, there was \$868,829 of CDBG funds and \$189,633 of HOME Program funds expended for projects and activities. Narratives for the various projects and activities during PY 2017 have been included in Goals and Outcomes Section of the CAPER (See Pages 3 – 7).



## Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CENSUS TRACTS 4,5,6,7, 11, and 19 (CDBG)	70	77	Housing services, public service, Infrastructure,
Citywide (HOME)	100	100	Homebuyer, Rehabilitation

Table3–Identify the geographic distribution and location of investments

### Narrative

The City invested 83% of CDBG project funds (77% of CDBG allocations) for PY 2017 (FY18) in the Census Tracts 4, 5, 6, 7, 11 and 19 for Downtown Utility and Streetscape Improvements, College Hill Neighborhood Center and Daniels Hill Neighborhood Center Rehabilitations, Rental Rehabilitation, and Public Service activities. The City invested 17% of CDBG funds in services Citywide for the Centralized Homeless Intake services to assist those in need of homelessness prevention, in Housing Counseling services to consumers seeking to rent, own and maintain housing for eligible persons and youth services. All of the HOME Program funds were allocated for housing related projects (i.e. Acquisition and rehabilitation, homebuyer assistance, and homeowner rehabilitation).

### Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The utilization of CDBG, HOME Program, and other federal grant funds has had a substantial impact on the City's ability to leverage other resources to redevelop economically distressed neighborhoods and provide renewed opportunities for our residents.

The City of Lynchburg, particularly through the Lynchburg Economic Development Authority (LEDA), offers various incentives at the local level, and a vast array of other public and private resources are available to address the needs of our community. The section below provides a summary of this leverage from the Lynchburg Economic Development Authority (LEDA), local, state, and federal resources.

- Received the Virginia Brownfields Restoration and Economic Redevelopment Assistance fund Program (VBAF) - Site Assessment and Planning Grant- July 2017. Recognizing the

implications of Lynchburg's industrial past, the Office of Economic Development and the Authority have actively pursued testing, remediation and redevelopment opportunities for commercial brownfield sites. The City has leveraged an additional \$81,000 in 2017 in state support from the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund to support brownfields project assessment.

- In-Fill Development Incentive- January 2018, collaboration between Community Development, City Assessor's Office & Economic Development
- American Evolution and CRUSH Friday Grants received by Economic Development in January/February 2018
- During this reporting period, a TechHire Office opened in the Monument Terrace building in the City; the Museums Department moved under the office of Economic Development; Tessy Plastics expanded in the area
- The fully restored Virginian Hotel opened in May 2018 under Hilton's Curio Collection. Since 2015, the space has undergone a \$30 million renovation.
- The Fifth Street Community Health Center, collaboration with the Free Clinic of Central Virginia, the Community Access Network and CENTRA Health opened in June 2018. CENTRA Health invested \$8 million to open the clinic to increase residents' access to healthcare. The facility is expected to serve about 3,000 patients annually and act as a second location for the Free Clinic of Central Virginia on Main Street, which serves the uninsured, underinsured and individuals with an income less than 200 percent of the Federal Poverty Level.
- The Water Resources Department operates the Combined Sewer Overflow (CSO) Program, the largest of all the City's CIP programs. This program reduces the volume and frequency of overflows from the City's combined sewer system. During this program year there was \$248 million of federal, state and local funds expended on this project.
- The City's Division of Social Services provides: Child Care Services, Prevention Services, Employment Services, Services to Adults, Energy Assistance Program, Supplemental Nutrition Assistance Program (SNAP), Medicaid, Temporary Assistance for Needy Families (TANF), Virginia Initiative for Employment not Welfare (VIEW), Protective Services to Children, and Foster Care/Adoption.

- The City's Department of Community Development operates and enforces the Virginia Maintenance Code of the Uniform Statewide Building Code (USBC), in which the Rental
- Inspections Program is operated. This program provides protection for citizens and neighborhoods by ensuring sub-standard living conditions are reduced in order to produce thriving, attractive, safe neighborhoods and enhance citizen's quality of life. There were 1,152 rental inspections conducted during this program year.
- Numerous non-profit subrecipients and community partners used resources, both public and private to complement the investments from the entitlement allocations.

The HOME program specifically requires that participating jurisdictions (PJs) provide match funds in amounts equal to no less than 25% of the total HOME funds drawn down from the jurisdiction's HOME program account for project costs. Allowable reductions are made for PJs that experience fiscal distress or major disasters in accordance with the Stafford Act.

Fiscal distress can be categorized by the following criteria: 1) the family poverty rate is 125% or more of the national poverty rate; and 2) the per-capita income is less than 75% of the national average. When a PJ meets one of these distress criteria, it is determined to be in fiscal distress average and thereby receives a 50% reduction of its match requirement. If a local jurisdiction satisfies both of the distress criteria, it is determined to be in severe fiscal distress and receives a 100% reduction of its match requirement. The City does not meet the criteria to be classified as severely distressed but has been determined to be in fiscal distress and received the 50% reduction of its match requirement for PY 2017.

With respect to the match requirements for the HOME Program funds, the City began the PY 2017 period with \$3,039,073 in excess match carried over from the prior years. During PY 2017, the City accrued \$219,416 in additional match credit from Greater Lynchburg Habitat for Humanity (GLHFH) HOME- assisted units that were constructed by Habitat. This match was accrued through volunteer labor and construction material costs. Based on the HOME Matching Liability Report (PR33) from the HUD from the HUD Integrated Disbursement and Information System (IDIS), a total of \$574,151 in HOME funds were disbursed requiring a match liability from July 1, 2017 to June 30, 2018 of \$553,359 that was subject to the 12.5% match requirement applied to the City. The match requirement was \$69,170. As depicted in the chart below, a balance of \$3,189,319 in excess match is available to be carried over to PY 2018 and remains available for future years.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	3,039,073
2. Match contributed during current Federal fiscal year	219,416
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	3,258,489
4. Match liability for current Federal fiscal year	69,170
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	3,189,319

Table4–Fiscal Year Summary–HOMEMatch Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
1907 Ridge	12/20/2017	0	0	0	0	\$ 81,815	0	\$ 81,815
218 Federal	11/20/2017	0	0	0	0	77,611	0	77,611
3217 Maryland	05/18/2018	0	0	0	0	59,990	0	59,990
Total						\$219,416		\$219,416

Table5–Match Contribution for the Federal Fiscal Year

### HOME-Program Income

As the Table below indicates, there was no program income receipted for the HOME Program during PY 2017.

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
\$-0-	\$-0-	\$-0-	\$-0-	\$-0-

Table6–Program Income



### Minority Business Enterprise (MBE)/Women-owned Business Enterprise (WBE) Report

The Table below provides the number and amount of contracts that were issued for the three homeowner rehabilitation projects completed by Lyn-CAG. There were no other construction contracts issued during PY 17 within the HOME program

**Minority Business Enterprises and Women Business Enterprises** - Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

	Total	Minority Business Enterprises				
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	White Non-Hispanic
<b>Contracts:</b> Number	3	<input type="text"/>	<input type="text"/>	3	<input type="text"/>	<input type="text"/>
Dollar Amount	\$83,912	<input type="text"/>	<input type="text"/>	\$83,912	<input type="text"/>	<input type="text"/>
<b>Sub-Contracts:</b> Number	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dollar Amount	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total	Women Business Enterprises	Male			
<b>Contracts:</b> Number	0	<input type="text"/>	<input type="text"/>			
Dollar Amount	0	<input type="text"/>	<input type="text"/>			
<b>Sub-Contracts:</b> Number	0	<input type="text"/>	<input type="text"/>			
Dollar Amount	0	<input type="text"/>	<input type="text"/>			

**Table7–Minority Business and Women Business Enterprises**

The following tables were not applicable to projects funded in the City's HOME program.

**Minority Owners of Rental Property** - Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dollar Amount	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Table 8-Minority Owners of Rental Property**

**Relocation and Real Property Acquisition** - Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

	Number	Cost				
Parcels Acquired	<input type="text"/>	<input type="text"/>				
Businesses Displaced	<input type="text"/>	<input type="text"/>				
Nonprofit Organizations Displaced	<input type="text"/>	<input type="text"/>				
Households Temporarily Relocated, not Displaced	<input type="text"/>	<input type="text"/>				
Households Displaced	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Table 9-Relocation and Real Property**

## CR-20 - Affordable Housing 91.520(b)

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

This section includes an evaluation of the City's progress in meeting its specific goals of providing affordable housing, including the number and types of families served by income level and the number of homeless, non-homeless persons assisted. HUD funding received for HOME is used to provide a range of housing for a wide variety of under-served populations throughout the City. The CDBG program does not fund affordable housing development projects. However, the City's CDBG program did fund public housing rehabilitations. Projects funded with CDBG funds are mainly to serve the low and moderate-income persons in the targeted census tracts. HOME Program funds are allocated to affordable housing projects Citywide and within the targeted census tracts.

In PY 2017, the Tables below lists the goals and actual number of persons and households served by the CDBG and HOME Program for each type of population.

	One-Year Goal	Actual
Number of Homeless persons to be assisted through CDBG activities ( CHIA)	1200	1384
Number of Non-Homeless persons assisted through CDBG activities ( Housing Resource Center and Housing Counseling Initiative)	300	206
Number of Special-Needs persons to be provided affordable housing units( Langview Apartments ADA Renovation)	0	1
<b>Total</b>	<b>1500</b>	<b>1591</b>

**Table10–Number of Persons Assisted**

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	1
Number of households supported through The Production of New Units	5	7
Number of households supported through Rehab of Existing Units	10	37
Number of households supported through Acquisition of Existing Units	1	0
<b>Total</b>	<b>16</b>	<b>45</b>

**Table11–Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

**Number of homeless to be provided assistance:** The Coordinated Homeless Access Intake (CHIA) CDBG project exceeded its goal of 1,200 persons to be served during this reporting period. The CHIA Coordinator served one thousand three hundred eighty-four (1,384) persons in diverting homelessness and providing resources. This goal was achieved as a result of the CHIA staff being trained on diversion strategies, addressing the needs of domestic violence victims, and the coordinated entry process. Persons presenting for assistance are provided with consistent and standard assessment tools - safety screening, diversion screening, and basic assessment of housing barriers and vulnerability.

**Number of Non-Homeless persons assisted through CDBG activities (Housing Counseling Initiative):** The goal of 300 persons was not met. Lynchburg Community Action Group (Lyn-CAG) staff experienced some staff turnover during this reporting period which prevented the agency from serving a broader range of persons needing housing counseling. However, Lyn-CAG staff did provide housing counseling to two hundred six (206) individuals who were seeking financing, maintaining, renting or owning a home. The program enabled those who wanted to rent or own housing to get the counseling they need to make their rent or mortgage payments and be a responsible tenant or owner in other ways.

In addition, Lynchburg Redevelopment and Housing Authority (LRHA) has implemented the Affordable Housing Resource Center (AHRC) and has staffed it with a Housing Navigator to provide a centralized access point to all affordable housing resources and programs available in the City. The project is a collaboration of the Lynchburg Housing Collaborative partners, the Central Virginia Continuum of Care (CVCOC), the City of Lynchburg, and the Lynchburg Redevelopment and Housing Authority (LRHA). It will be designed as a “one stop shop” for accessing housing resources.

**Number of special-needs to be provided affordable housing units (number of persons served):** There was no targeted goal in the Annual Action Plan for this reporting period to provide additional special needs affordable housing. However, within the 2015-2020 Five-Year Consolidated Plan, there is an overall goal of increasing rental housing units for special needs persons by fifty (50) housing units. Through this reporting period there has been twenty-eight (28) special needs affordable housing units provided by Rush Homes. Rush Homes is constructing an additional twenty-eight (28) units that will serve thirty-eight (38) special needs persons with the Old Forest Village project. This project is scheduled to be completed in Program Year 2018.

**Number of households supported through Rental Assistance:** While there was no specific annual targeted goal for this reporting period, Lynchburg Redevelopment and Housing Authority (LRHA) renovated one (1) public housing rental unit at Langview Apartments. This apartment was rehabilitated to meet Section 504 Rehabilitation Act of 1973/American with Disabilities (ADA) compliance.



**Number of persons supported through the production of new units:** This goal was attained in PY 2017. There were seven (7) households assisted through direct homebuyer assistance and the construction of an affordable housing unit. Ten (10) persons were supported through the production of new units: Greater Lynchburg Habitat for Humanity (GLHFH) supported four (4) people through direct financial assistance for three (3) units and Lynchburg Community Action Group (Lyn-CAG) supported six (6) people through direct financial assistance for three (3) units. Lynchburg Redevelopment and Housing Authority (LRHA) constructed an affordable, accessible housing unit and this unit is occupied by one person.

**Number of persons supported through rehabilitation of existing units:** During PY 2017, the goal of supporting ten (10) persons was exceeded. There were thirty-seven (37) persons supported through the rehabilitation of existing units. Lyn-CAG supported three (3) households (3 people) through the HOME Program Homeowner Substantial Rehabilitation project. LRHA's Dearington Windows and Door Replacement Phase II project was completed in PY 2017 and supported 34 households.

**Discuss how these outcomes will impact future annual action plans.**

The completion of these projects/activities will assist the City in meeting the goals established in the 2015-2020 Consolidated Plan and future Annual Action Plans. City Council will continue to allocate CDBG and HOME Program funds to cooperative ventures that will assist in addressing barriers to affordable housing and meeting community public and private neighborhood and infrastructure needs.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	519	1
Low-income	30	5
Moderate-income	0	4
<b>Total</b>	<b>549</b>	<b>10</b>

**Table 12—Number of Households Served**

**Narrative Information**

Using CDBG funds, 549 households were served. The Coordinated Homeless Intake and Access (CHIA) Coordinator assisted three hundred forty-eight (348) households that were extremely low-income in assessing the household's needs and providing available information and resources to divert homelessness. LRHA assisted thirty-five (35) extremely low-income families through the Rental Rehabilitation project for public housing units.

Lyn-CAG's Housing Counseling Initiative assisted one hundred sixty-six (166) households in counseling services to assist them in renting, owning and maintaining a home with the use of CDBG funds.

Ten (10) households were assisted with the use of HOME Program funds. Lyn-CAG's Substantial Rehabilitation project assisted three (3) households: two (2) that were low-income and one (1) that was moderate-income. Lyn-CAG's Down Payment Assistance project assisted three (3) moderate-income households and Greater Lynchburg Habitat for Humanity (GLHFH)'s Down Payment Assistance project provided assistance to three (3) low-income households. LRHA's Homeownership project assisted one (1) extremely low household.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Central Virginia Continuum of Care (CVCoc) operates a primary access point for homeless persons with satellite access points for off-hours or special populations. The primary access point for the homeless response system is Coordinated Homeless Intake and Access (CHIA). CHIA provides both in-person and phone-based assessment and referral to diversion, prevention, shelter and appropriate housing interventions and services. This access point covers the entirety of the CVCoc's geographic region (Lynchburg and the surrounding counties) by providing assessment and referral through a phone-based system. CHIA operates during normal business hours and funding has recently been secured by the CVCoc to expand this capacity to off-hours and holidays. Coordinated entry staff is trained on diversion strategies, addressing the needs of domestic violence victims and the coordinated entry process. Persons presenting for assistance are provided with consistent and standard assessment tools - safety screening, diversion screening, and basic assessment of housing barriers and vulnerability.

An additional access point to the homeless response services is through Homeless Outreach and Mobile Engagement (HOME), the CVCoc's street outreach program. This program, operated through a partnership between Miriam's House and Community Access Network, provides a dedicated part-time staff person to identify and build rapport with unsheltered persons and conduct the CVCoc's standard assessments in order to ensure unsheltered clients receive the same access to the homeless response system and are quickly connected with housing resources.

Intake staff at CHIA sites and through street outreach uses the CVCoc initial assessments to review clients' needs and determine eligibility for services. Initial assessment includes an immediate safety screening, diversion and prevention screening, homelessness verification, basic assessment for shelter intake and release of information for Homeless Management Information System (HMIS) and Community Case Review (case conferencing). After the initial assessment, there is a prioritization assessment which uses the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) as the common assessment tool for individuals experiencing literal homelessness, who have been unable to be prevented or diverted from shelter or a place not meant for human habitation. The VI-SPDAT and the CVCoc Housing Barrier Assessment are completed by trained assessors after initial assessment identifies a household as literally homeless. A Priority Subpopulation Checklist is also used to identify whether the household belongs to one (or more) of the four subpopulations prioritized by the CVCoc: veterans, chronically homeless, households with children and youth (24 and under).

All households belonging to a priority subpopulation and scoring a four or higher on their VI-SPDAT are placed on the By-name list, maintained through the Community Case Review team, for prioritization and referral to rapid re-housing and permanent supportive housing. The agency completing the assessment notifies the CVCoC Lead Agency, Miriam's House, through either faxing or emailing the Priority Sub-Population Checklist form for the assessed household. The CVCoC Lead maintains the by-name list and through Community Case Review each household is matched with the appropriate housing and service intervention. Homeless households that do not belong to a priority subpopulation and/or households that score a three or lower on VI-SPDAT are provided with housing focused case management and linkages to mainstream resources to promote self-resolution directly from shelter.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Over the course of 2017, 819 households entered domestic violence and emergency shelters within the Central Virginia Continuum of Care (CVCoC). Despite a growing demand for shelter beds, as demonstrated by Annual Homeless Assessment Report (AHAR) over the past 10 years, the CVCoC currently has sufficient capacity to serve households seeking shelter as demonstrated by a 66% bed utilization for families and 88% bed utilization for singles. The CVCoC anticipates this demand for shelter beds remaining steady or decreasing as the CVCoC expands its focus on diversion and homeless prevention. The CVCoC assisted shelters in reducing their barriers to program entry and maintenance in 2013. The subsequent AHAR numbers in 2014 showed a 31% increase in persons entering shelter. This trend continued through 2016, with an increase of 52% since the reduction of barriers. The slight 1.5% increase in AHAR numbers between 2016 and 2017 are a better reflection of the CVCoC's current baseline now that low barrier admission policies have been in place for several years. The CVCoC anticipates that the current shelter resources are sufficient to meet the need as utilization rates have remained below 100% even with low barrier admission policies.

The Homeless and Housing Services (HHS) Committee of the CVCoC meets monthly to discuss improvements to the homeless response system, including ensuring all persons needing shelter or other homeless interventions are able to access them. This committee reviews gaps in services and specifically addresses any barriers to services. Coordinated Homeless Intake and Access (CHIA) provides a monthly report out regarding any households who were unable to be served and the reason for service denial. Using this data, the HHS Committee recommended to the CVCoC Board that access to the homeless response system during evening and weekend hours be moved from Salvation Army to Lynchburg Community Action Group (Lyn-CAG) in order to provide a low-barrier option for those needing shelter and coordinated entry services during non-business hours. The HHS Committee regularly reviews eligibility guidelines for each program to ensure that there are no barriers to program admission or maintenance. The Committee identifies barriers to access that are contained in program rules and eligibility criteria and makes recommendations to the CVCoC Board regarding how those barriers can be reduced. For example, in the past, the Committee made recommendations to remove rental and eviction history restrictions from a CVCoC-funded permanent supportive housing project. At this time, all CVCoC-funded programs have instituted low-barrier admission policies. Funded projects removed all admission requirements related to drug



testing, income, criminal history, identification, custody or family composition restrictions, treatment compliance, medication compliance, or any other barrier to access.

The Community Case Review team also addresses barriers to services. The cases that are brought to that team to staff are often individuals who are the hardest to serve and who may be experiencing barriers to services or housing. This team can help to identify those barriers and make recommendations to reduce them. An example would be an unsheltered woman who was staffed at CCR this year. Because of past violent behaviors, she had been discharged from all area shelters. The CCR team identified several service providers who could offer her wrap around services while she was being assisted to locate a Permanent Supportive Housing (PSH) unit. This provision of services provided the support necessary for the client to remain in shelter successfully prior to obtaining permanent housing.

An additional way that the CVCoC ensures that services are offered without barriers is through regular training on Housing First, harm reduction, motivational interviewing, and other best practices. The CVCoC participated in the Department of Housing and Community Development's (DHCD) Emergency Shelter Clinic, which assisted local providers in identifying and removing any additional barriers to shelter admission or maintenance. The Monitoring and Evaluation Committee of the CVCoC performs an annual site audit of each CVCoC- funded project to ensure adherence to the CVCoC policies and procedures, which require no barriers to project admission or maintenance.

The CVCoC provides annual training for homeless service providers on the Prohibition Against Involuntary Family Separation, Equal Access, and Prohibited Inquiries requirements. This training includes building capacity for shelter staff around creating spaces and providing services that promote inclusive policy standards, provide safety for shelter residents, respect diversity and protect the rights of all homeless individuals and families. The CVCoC monitors projects' nondiscrimination policies to ensure that family composition, gender identity and gender expression are included in the language. Projects are also expected to maintain confidentiality standards that protect sex assigned at birth information. Eligibility criteria are reviewed to address any exclusionary criteria such as requirement of a marriage license or restrictions regarding the ages of children. The CVCoC partners with Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) advocates such as Lynchburg Diversity Center to ensure that appropriate training is provided to frontline staff and that transgender inclusive language is used in conversations and written materials. The CVCoC also provides sample documents that can be publicly posted or handed out to inform clients of their rights under the Equal Access rule. To further ensure compliance, the CVCoC has instituted regular consumer surveying which allows for program participants to report any discrimination. The CVCoC policies require all projects to have a grievance policy which they provide to all program participants at intake.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities,**

**mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

All unstably housed households assessed through Coordinated Homeless Intake and Access (CHIA) are referred to the CVCoC's targeted homeless prevention program if a diversion screen demonstrates that the household cannot be diverted from homelessness and that more intensive homeless prevention services are needed. All households referred to the targeted prevention program are screened with the CVCoC Targeted Prevention Screening Tool. The targeting screening was developed through research conducted by Veteran Affairs as well as peer reviewed research which demonstrates that specific household characteristics make a household more likely to become literally homeless. Some of these characteristics include frequent moves, history of homelessness, fleeing domestic violence, youth, youth identifying as LGBTQ, persons with disabilities and others. Households scoring a ten or above on this screen are served through housing focused case management and possibly rental assistance, rental arrears and housing stabilization financial assistance. The CVCoC's Targeted Prevention Tool has been in use since late 2017 and has ensured that services are provided to those most likely to become homeless but for intervention.

The CVCoC Policies and Procedures require that systems of care and correctional institutions conduct discharge preparation in order to prevent households exiting their programs from becoming homeless. These policies ensure that the burden on discharge planning that does not include discharges to homelessness is on other systems of care rather than primarily on the homeless response system.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The implementation of the coordinated entry system provides a framework that assists households in moving quickly into permanent housing. Housing-focused conversations are built into initial assessment and incorporated into shelter case management from the point of intake. Momentum toward housing is maintained by setting timeframes within which housing plans are developed and prioritization assessment should be completed. For households not prioritized for permanent housing interventions, the CVCoC works in partnership with the Lynchburg Redevelopment and Housing Authority (LRHA) to offer an Affordable Housing Resource Center, which provides housing navigation services. In addition, shelter case managers offer each household housing-focused case management and housing location services, including assistance with employment, benefits access,

referrals to wrap-around services and affordable or subsidized housing identification. Efforts to recruit landlords and share landlord network information across the CVCoC has expedited housing attainment for all program participants.

For households that are prioritized for permanent housing interventions, there is a warm hand-off between the shelter case manager and the assigned Rapid Re-housing (RRH) or Permanent Supportive Housing (PSH) case manager, who spearheads housing location alongside the referred household. This hand-off allows shelter case managers to focus on providing housing focused case management to households that are not prioritized for RRH or PSH. Expanding permanent housing interventions such as RRH and PSH, as the CVCoC has done in the last year, also ensures that households becoming homeless can be re-housed quickly.

Data and reports, such as the Emergency Shelter Metrics Reports, allows the CVCoC to identify households with long lengths of homelessness. These households are staffed at Community Case Review in order to expedite their permanent housing placement. The CVCoC's written standards prioritize households with long episodes of homelessness (identified through VI-SPDAT) for permanent housing interventions.

Once housed, in-home housing stabilization case management is provided to rapid re-housing and permanent supportive housing clients to prevent returns to homelessness. Housing stabilization case management services include tenancy skills, budgeting and financial literacy education, referrals to employment and training opportunities and coordination with long-term service providers such as mental health skill building services, home-based family strengthening programs, recovery resources or other services that will address stability needs.

Through extensive training on and implementation of Housing First strategies and housing focused case management best practices, the CVCoC has equipped homeless service providers to serve and house homeless households rapidly without predicated services on housing readiness.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

During the past year the Lynchburg Redevelopment & Housing Authority (LRHA) has completed several capital fund projects. Two (2) public housing units were renovated to meet Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act (ADA) accessible compliance, bringing the total public housing ADA units to eight (8) that have been rehabilitated. LRHA is approximately 50% complete in providing the U.S. Department of Housing and Urban Development (HUD) required number of accessible units. LRHA completed Phase II and III of the replacement of doors and windows at the Dearington Apartment complex.

LRHA began a Strategic Planning process revising the vision, mission and goals of the agency. LRHA is ready to move forward with creating additional affordable housing opportunities. LRHA will partner with Rush Homes and Greater Lynchburg Habitat for Humanity (GLHFH) to make this vision a reality.

LRHA continues performing the Bi-Annual Inspection/Housekeeping Inspection process that looks at each unit from:

- an “asset” perspective – generating work orders for unit repair needs;
- the “lease” perspective – generating counseling discussions and subsequent action for lease violations;
- the “tenant” perspective – positively impacting tenant living conditions and attitudes;
- the “HUD” perspective – increasing our Real Estate Assessment Center (REAC) Physical Inspection Score

Inspecting each unit twice a year has resulted in better REAC Physical Inspection scores as well as the number of failed inspections. Maintenance issues are being addressed in a more efficient and timely manner.

LRHA completed building and sold two homes to low-income families. The third is expected to be done in the fall of 2018.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

LRHA sent letters to all Public Housing residents advising them of opportunities for homeownership and encouraged them to contact Greater Lynchburg Habitat for Humanity (GLHFH) to participate in their Homeownership program and apply to purchase the third home being built and scheduled to be completed in the fall of 2018.

With the HUD mandated implementation of Smoke Free Public Housing, LRHA started conducting bi-weekly meetings for residents to meet with LRHA staff, ask questions, and prepare for the live implementation. There was no participation by residents in these meetings. LRHA continues to encourage residents to contact LRHA staff for assistance in adhering to the new policy.

**Actions taken to provide assistance to troubled PHAs**

N/A- Lynchburg Redevelopment and Housing Authority is not a troubled PHA.

### **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

A primary barrier to affordable housing in the target area is the very low property values in the targeted census tracts. This is a large disincentive to development through renovation because the cost of repair typically exceeds the value of the renovated property. Therefore, only non-profit organizations that can access soft costs funds (i.e. finance and construction related costs) and grant funds are able to conduct rehabilitation projects in these areas. The for-profit developers are unable to conduct the extensive renovations necessary to make the houses in the target market amenable to modern housing demands. However, the City did allocate CDBG and HOME Program funds to non-profit entities to address the needs of extremely low and low-income families and persons.

Lynchburg is a City of relatively low housing costs. Therefore, average income and cost-of-living reflect these somewhat lower housing costs. Development in the CDBG target areas remain limited to non-profit and subsidized activity. This is due in part to the very low property values in these census tracts and a greater value being placed on improvements to property than to the land itself. In the target areas, this high value on improvements, or buildings, had the effect of costing more than clearing land outside of the target areas, and thereby, negating the opportunities of redevelopment. This is also a large disincentive to development through renovation because the cost of repair typically exceeds the value of the renovated property.

The usual barriers, zoning, building code, and density issues for the targeted census tracts have been interpreted to encourage appropriate development in these areas. This is especially true in the development by non-profit housing providers where the City has waived or offset utility and other fees for making the project more affordable for the very low and low-income residents.

The Lynchburg Zoning Ordinance was adopted in February 2016. The Zoning Ordinance promotes higher density development, more flexibility in the development of smaller urban lots and reduced setbacks in higher density residential zoning districts. The Ordinance also allows for more opportunities for mixed-use development, helping promote transit oriented development in lower income neighborhoods. Finally, one major principle carried on throughout the Ordinance is greater connectivity amongst neighborhoods, especially through the requirement of sidewalks in all high density residential zoning and commercial districts.



In order to assist in addressing barriers to affordable housing, City Council has taken the appropriate role of supporting cooperative ventures and initiates cooperation where it is needed. City Council has also exercised this coordinating role in its allocation of CDBG and HOME Program funds to nonprofit organizations and Lynchburg Redevelopment and Housing Authority for housing related projects. All of homeownership programs funded with federal dollars include an educational component for potential homebuyers about mortgage financing, credit and budgeting issues, and the responsibilities of homeownership.

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

To assist in addressing the housing and community development needs of underserved citizens, the City of Lynchburg focused a significant amount of federal resources on rehabilitation, homebuyer activities, and public infrastructure in the CDBG targeted areas. Several non-profit agencies were funded with CDBG and HOME Program funds to undertake rehabilitation and homeownership activities. Financing availability continues to be one of the main obstacles in addressing underserved needs of the City's residents. With declining government program support, the private sector will have to play a key role in making up for this loss.

The City, particularly through its partnership with local non-profits, has continued to promote the involvement of private citizens, banks, corporations, and others in community development activities. As more people become involved the proper and effective coordination of this involvement will become even more challenging.

Shared responsibility also implies the open exchange of information and the combination of scarce resources. The City maintains a leadership role in this regard, while opening the process to all interested parties, including low- and moderate-income citizens.

The City continues to seek reduction in the number of households with incomes below the poverty line by 10% each year through long-term solutions such as education (including adult education and job skill training), economic development, coordinated supportive services, and Bridges Out of Poverty support program. These areas are traditionally within the local government's sphere of influence and the City Council has placed significant emphasis and funding in these areas through the allocation of CDBG and HOME Program funds.

The City through Lynchburg Redevelopment and Housing Authority (LRHA) developed an Affordable Housing Resource Center (AHRC), which is designed as a "one stop shop" for accessing resources and to address and solve people's housing questions and needs. The Center offers a Housing Navigator who assist citizens in navigating the vast sea of affordable

housing challenges and opportunities in the City. Information, education and training programs will be offered to provide a number of learning tools to citizens to be successful in obtaining and maintaining stable housing.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

In Lynchburg, approximately 85% of the homes built prior to 1978 contain some lead. Children, particularly those under the age of six, are at risk of lead poisoning if living or repeatedly being in a housing unit containing lead-based paint. Research suggests that lead poisoning has societal costs that include, medical care, special education, behavioral problems, reduced long-term educational attainment, reduced long-term income attainment, increased criminal behavior, and increased hypertension in adolescents and adults.

In accordance with applicable requirements, lead-paint assessments, treatments and/or clearances are conducted on each structure built prior to 1978 in which CDBG and HOME Program funds are expended. City staff provides each subrecipient, through the written agreements, a copy of the lead-based paint regulations and forms that are to be completed according to the scope of work for the various activities.

To protect against this risk, on April 22, 2008, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Contractors are certified through the U. S. Environmental Protection Agency (EPA). This agency provides training programs across the State of Virginia and allows for contractors to submit their application for certification online. A list of the training programs offered and the application are found on the EPA website: EPA Lead Training Programs.

Subrecipients are required to ensure that all contractors obtain the proper certification prior to completing a renovation or repair project utilizing CDBG and HOME Program funds. During this reporting period Lyn-CAG utilized two (2) contractors and both had current certifications to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part for the homeowner rehabilitation projects.

## **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The City continued its initiative, Poverty to Progress (P2P). This initiative spurred from the efforts made under the Bridges Out of Poverty model. In Program Year 2017, City Council continued its focus on reducing poverty. As a result, they endorsed a model and created a goal to help facilitate moving households out of poverty and into self-sufficiency. Some of the local community agencies that have partnered to assist in this effort include: Lynchburg Beacon of Hope, Bridges of Central Virginia, Central Virginia Community College, Goodwill Industries of the Valleys, Old Dominion Job Corps, Lynchburg City Schools, Lynchburg Community Action Group, Lynchburg Office of Economic Development, Region 2000 Workforce Center, Lynchburg Division of Social and Juvenile Services and “211”. In addition, the City created a website, [www.EmpowerLynchburg.com](http://www.EmpowerLynchburg.com), which connects citizens with opportunities to take action toward the City’s goal of reducing poverty.

City Council included in its FY 2018 General Fund Operating Budget \$50,000 to support actions that may be identified to address poverty in the City. Both P2P and Bridges out of Poverty are working now to join their efforts and merge programs. Both programs continue to work to help under-resourced citizens gain self-sufficiency.

People from the area communities, businesses, schools, and local government agencies have attended trainings to learn the concepts of the Bridges Out of Poverty model and the Poverty to Progress Initiative. Both teach how to think about changes that can be made to break down barriers that are sustaining poverty. Not having enough money is only one aspect of poverty. Poverty is a lack of resources in many areas. People in poverty are often in survival mode, driven by the tyranny of the moment, where the future holds no promise, and support systems taken for granted in middle class and wealth are non-existent. A deeper understanding of their challenges and strengths are helping us partner with them to create opportunities for understanding and success. The merging of the programs will pull together resources and continue to focus on the core areas of: Education, Workforce, Legal, Housing, Faith, Childcare, Transportation, Food Disparity, Mental Health/Health, and Government/Poverty 101.

Other anti-poverty strategies and activities include:

- Creation of Subcommittees to focus on core areas
- Bridges trainings provided to Lynchburg Police Department to improve their understanding of poverty.
- More than 370 people were trained in the Bridges model in 2017 and 2018, including the staff of the new Community Health Center.
- A *Next Steps* document was created by the Government Subcommittee for organizations receiving Bridges training. The document gives companies ten concrete actions that can immediately be taken to implement the Bridges constructs.

- Three trainings were conducted on trauma-informed care for Lynchburg schools.
- Funding was secured to purchase two films- *Resilience* and *Paper Tigers* and held several free screenings to educate the community on ways to break the cycle of violence, addiction, and disease in communities.
- Partnered with Region 2000 Workforce and Lynchburg Regional Business Alliance to pilot training programs with local businesses with immediate employment with livable wages. Region 2000 hired a full-time staff member to serve as the single point of contact for businesses.
- A poverty simulation has been scheduled with the Virginia Cooperative Extension
- A Faith Community Resource Guide has been created
- Wrote, initiated, and was awarded a community impact grant with the Virginia Housing Development Authority (VHDA) to build more affordable and safe housing in the region.

#### **Actions taken to develop institutional structure. 91.220(k);91.320(j)**

To minimize gaps and to ensure coordination of the Federal CDBG and HOME Program funds, as well as the City's General Fund, these funds continue to be overseen by several City committees, commissions, and City departments. The City Council, as the governing body of the City of Lynchburg, is responsible for all policy decisions and approves all City funding recommendations. Ultimately funding for housing and non-profit providers is coordinated through City Council.

The City and surrounding counties are a part of an initiative called Bridges of Central Virginia that uses the Bridges Out of Poverty model to help under-resourced citizens gain self-sufficiency and well as the City's implementation of the initiative, Poverty to Progress (P2P). The implementation of the Bridges Out of Poverty provides a new lens through which individuals can view themselves, their clients, and the community. It teaches how to think about changes that can be made to break down barriers that are sustaining poverty. P2P focuses on ways to change policy/procedures on a business and local government level.

The coordinated entry system for the homeless used by the Central Virginia Continuum of Care (CVCoC) provides communication between area service providers to ensure people applying for services are not caught in gaps in program and funding limitations. Use of standard assessment tools helped align appropriate services with resources to fit personal needs. Through a network of case management, community based support systems, financial and rent assistance, and Self-sufficiency opportunities, CDBG staff, and CVCoC service providers worked intensively with recipients and their sub-grantees to assure compliance.

City staff regularly attended HUD trainings and webinars, and provided grant management, labor standards, environmental reviews, and project administration assistance to subrecipients to strengthen the overall performance and accomplishments for the CDBG and HOME Program.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k);91.320(j)**

City staff uses its network of housing non-profit and community service organizations to deliver both homeless and anti-poverty services. This network provides strong coordination at the local level with multiple federal, state and local housing and social service programs. These agencies provide direct service for key programs such as: child care, community and economic development, employment training, energy and weatherization assistance, food assistance, Head Start, housing, self-sufficiency programs and training, transportation, veteran's services, and senior and youth services.

A number of the non-profits and social service organizations/agencies are active participants in the Central Virginia Homeless Continuums of Care (CVCoC). This strong engagement with the CVCoC provides another avenue for developing strong partnerships with homeless and housing providers including, the public housing authority, domestic violence providers, and state, county and local social, health and education service providers.

Lyn-CAG's Housing Opportunities for People with Aids (HOPWA) program addresses poverty by providing decent, affordable housing to its clients, a major first step in financial stability. The HOPWA program staff provides educational counseling, needs assessment, case management, supportive services, and facilitates the support group for the HIV/AIDS clients. Staff maintains a partnership with the Infectious Disease Physicians in Lynchburg to provide the much needed health and medical services for the HIV/AIDS clients. Lyn-CAG receives funding from the State Department of Housing and Community Development (DHCD), through its Virginia Housing Solutions Program (VHSP) to financially support this program.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The City works to affirmatively further fair housing for Lynchburg's populations. In 2014, the City developed and finalized an Analysis of Impediments to Fair Housing Choice (AI). Based on the AI, the City developed a Fair Housing Action Plan (FHAP) that identified the impediments Lynchburg would focus on over the 2015-2020 Consolidated Plan period. Addressing the impediments is a joint effort between the City and its housing and community organizations/agencies. Below are highlights of the impediments identified and the actions taken by the City and various non-profits during PY 2017 to address these impediments.

Highlights of these actions include:

- Allocated the entire HOME Program funding (\$300,951) for affordable housing projects within the targeted Censustracts and City-wide based on eligibility criteria.
- Greater Lynchburg Habitat for Humanity (GLHFH) provided down payment assistance to three (3) families in which they were able to write down their mortgage so that the housing units assisted would be affordable.
- GLHFH conducted two (2) different home buyer counseling classes (two series/ six sessions each) for persons seeking to purchase a home. Lynchburg Community Action Group (Lyn-CAG) conducted ten (10) home buyer education classes.
- The City's Rental Inspection Program staff completed 1,152 cases (homeowner, rental, and neighborhood services) in which the properties were brought up to the Virginia Maintenance Code of the Uniform Statewide Building Code (USBC) standards.
- Lyn-CAG conducted one (1) Fair Housing Workshop in which educational materials regarding fair housing and hoarding rights/laws were provided to the participants.
- The Housing Collaborative organization, consisting of City and Lynchburg Redevelopment and Housing Authority (LRHA) staff, representatives from Greater Lynchburg Habitat for Humanity (GLHFH), Lyn-CAG, Rush Homes, Lynchburg Covenant Fellowship (LCF), and Central Virginia Continuum of Care (CVCoC), met throughout the year and discussed proposed housing projects and providing housing for the homeless.
- The Lynchburg Zoning Ordinance was adopted in February 2016. The Zoning Ordinance promotes higher density development, more flexibility in the development of smaller urban lots and reduced setbacks in higher density residential zoning districts. The Ordinance also allows for more opportunities for mixed-use development, helping promote transit oriented development in lower income neighborhoods. Finally, one major principle carried on throughout the ordinance is greater connectivity amongst neighborhoods, especially through the requirement of sidewalks in all high density residential zoning and commercial districts.
- LRHA completed renovations of one (1) housing units to bring them into Section 504 of the Rehabilitation Act of 1973/American with Disabilities Act (ADA) compliance. The total is now eight (8) public housing units that are Section 504 compliant.



## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The Grants Administration Office is responsible for monitoring programs that receive CDBG and HOME Program funds. A subrecipient agreement is prepared for all agencies outside of the local government. This agreement contains the required HUD applicable statutory and regulatory requirements.

Monitoring of projects is done in several ways. First, subrecipients are typically reimbursed for expenses, rather than provided funds in advance. The City requires receipts, time sheets, and other relevant documentation with the reimbursement request. Also, subrecipients are required to submit quarterly performance reports, which are reviewed for consistency with the City's programs and financial records.

During this reporting period, the City's Monitoring Policy was to conduct at least four annual subrecipient on-site monitoring visits. These monitoring visits were conducted by the Grants Administration and Finance Department staff. At the on-site monitoring visits for the housing and acquisition projects, a random selection of address files were reviewed for program compliance. For all other projects a visual inspection was made of the various accomplishments completed with program funds and a narrative submitted on the benefits for low and low-to-moderate-income persons. There is a monitoring checklist that is completed at the time of the review and then summarized. The financial reviews include a selection of reimbursements from the City. The reimbursements are traced through receipt and disbursement of funds. When all staff has completed their reviews the monitoring comments are compiled and a letter written to the agencies advising them of the results of the monitoring reviews and if any corrective action is needed. Technical assistance is provided as needed, or requested.

In addition, the various CDBG and HOME Program activities are monitored remotely through quarterly performance reports and information provided with reimbursement requests.

The City has conducted on-site monitoring visits at the following agencies for PY 2017 CDBG and HOME funded projects:

- 1) Greater Lynchburg Habitat for Humanity;
- 2) Lynchburg Redevelopment and Housing Authority;
- 3) Lynchburg Community Action Group;
- 4) Rush Homes;
- 5) Lynchburg Covenant Fellowship and;
- 6) The Boys and Girls Club of Greater Lynchburg.

City staff reviewed written agreements, agency procedures and client records with each monitoring source. The written monitoring reports will be provided to the agencies upon completion by City staff. Overall, each agency was in compliance with the CDBG and HOME program regulations and guidelines for the various programs/activities completed.

**Citizen Participation Plan 91.105(d);91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

On September 10, 2018 a public notice was published in the *News and Advance* stating that a draft of the proposed Program Year 2017 Consolidated Annual Performance Report (CAPER) was available for public review for a 15-day public comment period. The advertisement stated that City Council would be conducting a public hearing on September 25, 2018 to receive public comments regarding the draft CAPER.

In addition to the 15-day public comment period and the public hearing held by City Council, copies of the draft CAPER were made available for public review at the following locations in and throughout the City:

- Grants Administration Office, Second Floor, City Hall, 900 Church Street, Lynchburg, Virginia 24504
- Lynchburg Public Library, 2311 Memorial Avenue, Lynchburg, Virginia 24501
- Downtown Branch Library, City Hall, Basement Floor, 900 Church Street, Lynchburg, Virginia 24504
- City website at <http://www.lyncburgva.gov/grants-administration>

The draft report provided citizens with details concerning the federal funds made available to the City for furthering the objectives of the Consolidated Plan. The report also identified the total amount of funds available (including program income), the total amount of funds expended during the reporting period, and the geographic distribution of expenditure of funds

within the various census tracts.

Citizen Comments- There were no public comments received during the public comment period and/or at the City Council public hearing .

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There were no changes in the City's program goals and objectives during the program year. Activities were consistent with the goals specified in the 2015-2020 Consolidated Plan.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?** Yes

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

Recognizing the implications of Lynchburg's industrial past the Office of Economic Development (LOED) and the Economic Development Authority (EDA) have actively pursued testing, remediation and redevelopment opportunities for commercial brownfield sites. Building upon recent successes on Fifth Street, the EDA was awarded \$400,000 in Community-Wide Brownfields Assessment grants from the Environmental Protection Agency (EPA) in June 2015. This funding is dedicated to the assessment of sites potentially impacted by hazardous substances and petroleum and will be used to prepare a site inventory and database, conduct Phase I and Phase II Environmental Site Assessments, and conduct clean-up and redevelopment planning and community engagement activities in the Midtown neighborhood. Total budget for the EPA Hazardous Materials Brownfield grant was \$200,000. Total spending for FY 2018 for Hazardous Materials was \$45,738.33. Total budget for the EPA Brownfield Petroleum grant is \$200,000. Total spending for FY 2018 for Petroleum was \$57,484.05. To date seven (7) commercial property owners have taken advantage of the grants.

The City has leveraged an additional \$43,585 in FY 2018 in state support from the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) to support local brownfields project assessments. Combined with \$81,000 received in 2017 and an additional \$58,100 approved for FY 2019, total leveraged funds from VBAF total \$183,389. For FY 2018 \$83,287.25 of these grant funds have been used for properties located at Twelfth and Church Street, Carroll Avenue and Greene Street.

## **CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

In PY 2017 there were 101 inspections completed by Community Housing Partners (CHP), for the Hilltop Homes, Central City, College Hill, Cornerstone (908 and 915 Floyd Street) rental units and 714 Madison Street. In addition to these annual inspections, exterminations are done to each rental unit which allows for an additional opportunity for inspection.

Rush Homes conducted annual inspections on all of its 52 rental units at Victoria Ridge and Armstrong Place Apartments. In addition, as clients vacate properties, inspections are conducted prior to new clients occupying the units.

Lynchburg Covenant Fellowship conducted annual inspections in both of the HOME-assisted rental units at Lynchburg High and Frank Roane Apartments.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.  
92.351(b)**

The City of Lynchburg requires HOME Program recipients, who develop more than five rental housing units, to submit affirmative marketing plans. The City monitors HOME rental housing projects annually to ensure that projects are in compliance with affirmative marketing policies and meet minimum housing quality standards. Those agencies that submitted affirmative marketing plans included: Rush Homes for Victoria Ridge and Armstrong Place Apartments and Lynchburg Covenant Fellowship for Lynchburg High and Frank Roane Apartments. Each of these plans was in compliance with HUD guidelines for affirmative marketing plans.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

There wasn't any program income for the HOME Program in PY 2017.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

Housing Choice Voucher funds: The Lynchburg Redevelopment and Housing Authority (LRHA) administers the U.S. Department of Housing and Urban Development (HUD) Housing Choice Voucher Program (HCV) for the City of Lynchburg jurisdiction and may provide rent subsidies for up to 979 households. LRHA will receive approximately \$4,092,299 in HCV funding for Calendar (CY) 2018. The HCV is the Federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market.

Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments.

Low-Income Housing Tax Credits (LIHTC): The federal 4% and 9% LIHTC is the principal source of funding for affordable rental housing units that are constructed or rehabilitated. They are a dollar-for-dollar credit against federal tax liability. In Program Year 2017 Rush Homes utilized this federal resource for the development and design, which consists of 28 rental housing units for persons with disabilities and the elderly.

HUD VASH: LRHA currently administers two (2) Veterans Affairs Supportive Housing (HUD-VASH) housing vouchers from the Roanoke Redevelopment and Housing Authority (RRHA) in order to house homeless veterans in Lynchburg. LRHA is not a direct recipient of HUD-VASH vouchers. These vouchers were issued to Roanoke Redevelopment and Housing Authority (RRHA) from the U. S. Department of Veterans Affairs, who determines when veterans may be assisted and provides them a choice of where they wish to live. The HUD-VASH program combines housing choice voucher rental assistance for homeless veterans with case management and clinical services provided by the Virginia Department of Veterans Affairs (VA). The Roanoke Regional VA Office provides these services for participating veterans within the Lynchburg area.